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April 2019

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Classroom Management

Threats made by students can be intimidating and difficult to respond to appropriately. The best strategy and response will vary with individual situations. However, there are a few basic guidelines that can be universally applied.

1. Don't ignore threats made by a student towards you or anyone else in the school.
2. If you feel anyone is in danger of physical harm, get help immediately. Call the office or send a student to summon the assistance of a principal, school officer, counselor or another classroom teacher.
3. If you feel the threat is just an emotional outburst, and not a precursor to violence, acknowledge it and then calmly redirect the student to an appropriate activity. Delay a discussion of the situation until the student has calmed down or refer them to a school counselor.
4. Keep your emotions in check and remain professional. Don't respond with threats of your own.
5. Document the incident. Record what happened, who was involved and how the issue was resolved.

Discuss the incident with the principal or school counselor and give them a copy of your documentation. Keep a copy for your own records and be sure to include the information in your Absence Management feedback at the end of the day.

Additional classroom management strategies can be found in the [Substitute Teacher Handbook](#), which can be found in each of the school libraries for check out, contact Cindy Whitney or you can visit STEDI.org for classroom management courses.

Special Duties and Responsibilities

As part of some assignments your responsibilities may include hall, lunch, recess or bus duty. Specific instructions associated with such an assignment should be explained by the principal/substitute coordinator or outlined in the lesson plans. If not, keep the following in mind:

- Supervisory duties involve more than just being in the vicinity of the students. Your job is to supervise student actions and activities to ensure a safe environment and experience.
- Proactive measures help to successfully deter potential problem situations. Your active presence is usually enough to encourage inappropriate behavior.
 - Be alert and attentive to what students are doing.
 - Remain standing.
 - Move about the area you are supervising as much as possible.
- Should a problem arise, intervene before the situation gets out of control, and don't hesitate to ask for help from another teacher.
- Never leave a group of students unsupervised.

Fun Fact

Did you know that on April 2, 1792 Congress established the first U.S. Mint in Philadelphia, Pennsylvania? Any interesting person or event can serve as a springboard for a class discussion, writing activity, or mini-research project. The following are just a few of the historically interesting things that have occurred during the month of April.

- Fairy tale author Hans Christian Andersen (1805-1875) was born in Odense, Denmark. He created 168 fairy tales for children including the classics The Princess and the Pea, The Snow Queen and The Nightingale.
- April 3, 1860 - In the American West, the Pony Express service began as the first rider departed St. Joseph, Missouri.
- April 9, 1866 - Despite a veto by President Andrew Johnson, the Civil Rights Bill of 1866 was passed by Congress granting blacks the rights and privileges of U.S. citizenship.

The activity options are endless. With just a little planning you could have a variety of unique activities in your SubPack. Visit the History Place website at www.historyplace.com for additional monthly information.

Summer Substitute Opportunities

School District of Clayton Summer programs begin June 3rd. Please email cindywhitney@claytonschools.net if you are available to substitute.

Elementary Summer Academy (ESA)
Held at Meramec Elementary School
Yorba Johnson, Director
June 3 - June 28
8:30am - 3:25pm

Wydown Summer Academy (WSA)
Held at Wydown Middle School
Steve Meier, Director
June 3 - June 23
8:33am - 2:30pm

Clayton Summer Academy (CSA)
Held at Clayton High School
Paul Hoelscher
June 4 - July 3
AM classes from 8:00-11:15, PM classes 11:45-3:00

SummerQuest
Held at Clayton High School
Doug Verby, Director
Caroline Brightman, Assistant Director
SQ Office 314-854-6614
June 3 - July 12
9am - 3:10pm

Substitute Assignments

If you are not working as often as usual, don't worry. This time of year tends to be a little slower for substitute assignments. Teachers are limiting their professional development events and personal days in order to make the most of the teaching time left before the state standardized testing. Please be sure to make yourself available after the testing window, particularly on Mondays and Fridays, as the demand for your services will skyrocket.

Computer Access

The District has computer access for substitute teachers in order to use Absent Management. The username is always "subsub" and the password for this month is "April2019!".

Calendar

April 1, 3 & 4	Elementary Umbrella Meetings	High Needs
April 16 & 17	Elementary Specialists Content PD	High Needs
April 5	Early Release Day	Check with Administrator before leaving for the day
April 8-22	MAP Testing	High Needs
April 19	April Break, No School	
April 22-26	Elementary MAP Testing	High Needs
April 24	Board of Education Meeting	7pm Administrative Building
May 1	Lab Classroom	High Needs
May 3	Early Release Day	Check with Administrator before leaving for the day
May 8	Board of Education Meeting	7pm Administrative Building
May 15	Lab Classroom	High Needs
May 22	Board of Education Meeting	7pm Administrative Building
May 27	Memorial Day, No School	
May 28-30	CHS Exams	High Needs
May 30	Last Day of Classes CHS Graduation	7pm Chaifetz Arena
June 3	Summer Programs Begin	

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